



Department of  
**Environment &  
Conservation**



## **Tennessee Department of Environment and Conservation**

### **Clerk 2**

#### **Fleming Training Center**

#### **Murfreesboro, Tennessee**

Annual Salary Range: \$19,440 - \$31,080

### **About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

### **Summary & Distinguishing Features**

This is a noncompetitive administrative preferred service position. This position will be working in the Fleming Training Center located in Murfreesboro, TN. The Fleming Training Center offers cutting-edge technology and advanced classes in a variety of water and wastewater treatment areas to assist certified operators with ongoing training and services as they complete their continuing education requirements. It educates and certifies thousands of water and wastewater treatment plant and water management staff every year. This position carries out a variety of general clerical duties including filing, copying, processing Microsoft Word and Excel documents and preparation of class materials on an ongoing basis.

### **Duties and Essential Functions**

- Operates standard office equipment including copiers, multi-line phones, and fax machines, LCD projectors, and other supportive equipment.

- Screens and routes incoming mail, greets visitors to the Training Center, answers phones and responds to inquiries.
- Position requires acquiring knowledge of general rules and regulations associated with the Fleming Training Center relating to departmental activities.
- May learn to perform statistical clerical or accounting clerical work of routine difficulty.
- Assist with the preparation of classroom materials and ensure office supplies are maintained and available for use in classrooms and by staff.
- Posts various accounting and payroll records according to established procedures where work requires limited knowledge of bookkeeping principles.

### **Competencies**

- Personality and communication skills conducive to work with the general public.
- A self-starter and able to complete tasks with minimal supervision.
- Uses efficiently and effectively time management skills.
- Understands the origin and reasoning behind key policies, practices and procedures
- Can orchestrate multiple activities at once to accomplish a goal.
- Is easy to approach and spends the extra time to put others at ease; builds rapport well.
- Is widely trusted and demonstrates high integrity and honesty.
- Competent to make good decisions based upon a mixture of analysis, wisdom, experience and judgement.

### **Qualifications**

Minimum high school diploma or a two or four year degree from an accredited college or university. Additional consideration will be given to qualifying full-time clerical experience substituting for the required education.

All interested candidates should submit via email resume, cover letter to Patrick Dwyer at [Patrick.Dwyer@tn.gov](mailto:Patrick.Dwyer@tn.gov). Position will remain open until filled. Additional questions may be addressed to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov) or to Beth Smith, Director of Talent Management.

Beth Smith, Director  
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